

Caroline Dvorsky

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PROFESSIONAL EXPERIENCE

Dr. B, the nationwide COVID-19 vaccine standby list, Remote March 2021 – July 2021
Chief of Staff

- Managed strategic priorities and goals across ten team leads and CEO to connect patients with providers with unused or expiring doses of the COVID-19 vaccine.
- Oversaw day to day team operations and directed a monthly, cross-departmental goal setting process.
- Led internal communications in a rapidly changing environment. Managed daily scheduling and prioritization for the CEO.

Campaign Post;Script, Remote Dec. 2020 – Feb. 2021
Program Lead

- Provided professional development support to over 600 organizers transitioning off the 2020 campaign including planning and executing 6 panels featuring industry experts, providing personalized feedback for over 150+ resumes and cover letters, creating an internal job board for alumni, and connecting alumni with employers in the non-profit, political and private sectors.

One Campaign for Michigan – Biden for President, Detroit, MI July 2020 – Nov. 2020
Out of State Director

- Directed One Campaign for Michigan's Out of State volunteer program which engaged 7,858 unique volunteers from 50 states to complete 19,647 direct voter contact shifts.
- Managed three full time Field Organizers to implement a robust recruitment strategy to engage over 50+ volunteer groups.
- Partnered with national organizations including Crooked Media, Swing Left, Indivisible, and the DSCC to lead 5 weekends of action and Get Out the Vote efforts.

Organizing Corps 2020, Washington, D.C. Sept. 2019 – July 2020
Deputy Director of Program Operations

- In partnership with the DNC and state Democratic parties, planned and executed seven week-long, in-person trainings for 300+ first-time organizers, staff, and speakers. Managed all event logistics including securing the venues, negotiating all vendor contracts, travel arrangements, and serving as the point of contact for all bootcamps.
- Directed operations for two, week-long virtual bootcamps for 400+ trainees. Led a team of 7 operations leads and 14 teaching assistants to support 16 virtual classrooms each week.
- Coached and managed a team of operations contractors and staff, focused on improving the corps member experience during each bootcamp.

Millennial Action Project (MAP), Washington, D.C. May 2017 – Sept. 2019
Program Manager

- Responsible for coordinating and executing all MAP programming for the State Future Caucus Network, Congressional Future Caucus, and grassroots engagement events in 17 states.
- Directed MAP's 2017 – 2019 national conferences at all stages from programming creation, legislator recruitment, VIP management & all event logistics. All three events engaged over 150 bipartisan young legislators.
- Created and implemented a new grassroots conversations series, The Red and Blue Dialogues, to bridge divides among local community members. Planned and executed 10 dialogues including 400+ community members.

United States Department of Agriculture, Washington, D.C. Nov. 2015 – Jan. 2017
Confidential Assistant to the Under Secretary for Natural Resources & the Environment

- Served as Executive Officer to the National Drought Resilience Partnership, a Federal partnership of 13 departments and agencies established by a Presidential Memorandum to support national drought resilience strategies.
- Spearheaded the coordinating efforts for the implementation of President Obama's 6 drought resilience goals across NDRP member agencies. Served on the White House team developing the 2016 Water Summit.

SKILLS

Extensive experience with Airtable, Asana, Mobilize, MailChimp, Microsoft Office Suite, Squarespace, Slack, Thrutalk/Thrutext, Voter Activation Network (VAN)

EDUCATION

The University of Iowa, B.A. Political Science and International Studies
Graduated May 2014